



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

January 12, 2009

OREGON BULLETIN NO. OR-360-2009-4

ACTION REQUIRED BY February 13, 2009

SUBJECT: Submission of Annual OGE-450 Confidential Financial Disclosure Forms

Purpose. To inform all NRCS Oregon OGE-450 filers of the annual requirement for them fill out the OGE-450 or OGE-450a form and return it to the SAO by February 13, 2009.

Expiration Date. March 31, 2009.

Background: The Office of Government Ethics (OGE) requires all USDA employees who have been designated as OGE-450 Confidential Financial Disclosure filers to fill out the OGE-450 Confidential Disclosure Form (Attachment B) or the OGE-450a form (Attachment C) to report your financial interests and submit them to the State Administrative Officer for review and forwarding to the NHQ Ethics Office. ******PLEASE NOTE: THE PERIOD COVERED BY THIS REPORT IS JANUARY 1, 2008 THROUGH DECEMBER 31, 2008. THE SHORT FORM (OGE-450a) CAN BE USED THIS YEAR IF NOTHING HAS CHANGED IN YOUR FINANCIAL HOLDINGS. IF YOUR FINANCIAL HOLDINGS HAVE CHANGED IN ANY WAY, YOU MUST USE THE LONG FORM (ATTACHMENT B).******

Action: The NRCS Oregon employees who have been designated as OGE-450 filers are listed in Attachment A. You must fill out Attachment B or C, ensure the period reported is January 1, 2008 through December 31, 2008, sign and date the form and return to me by Close of Business on Friday, February 13, 2009. If you have any questions please call me at 503-414-3211.

A handwritten signature in dark ink that reads "Lesley A. Kelly".

LESLEY A. KELLY
State Administrative Officer

Attachments A, B, and C

DIST:
Employees Listed in Attachment A

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>
<http://www.or.nrcs.usda.gov/intranet/bulletins/>